

ANNUAL REPORT OF OUTSIDE ACTIVITY
(Ref.: HHS STANDARDS OF CONDUCT REGULATIONS)

NOTE TO EMPLOYEE: See Information on Reverse Side of This Form

SECTION I

TO:	1. EMPLOYEE'S NAME, TITLE, GRADE, AND SALARY -	2. DATE
FROM:	3. APPROVING OFFICIAL	4. REPORT PERIOD ENDING August 31, _____

Each person for whom an approval for outside work is currently on record is required to file an annual report. It will be necessary, therefore, for you to complete and return this form to me through regular channels within 15 days of the date shown in item 2.

SECTION II - PRECEDING 12 MONTHS

5. NATURE OF APPROVED ACTIVITY	6. ACTIVITY PERFORMED <i>(Person or organization and address)</i>
7. WAS THE ACTIVITY ACTUALLY PERFORMED? <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", explain _____	
8. AMOUNT OF TIME SPENT ON ACTIVITY <i>(Specify hours worked)</i>	9. HAS THERE BEEN ANY CHANGE WITH RESPECT TO INFORMATION, OTHER THAN SHOWN IN ITEM 8, ON WHICH APPROVAL WAS BASED? <i>(If "Yes", a reviewed request must be submitted)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION III - NEXT 12 MONTHS

10. DO YOU ANTICIPATE THAT THE ABOVE ACTIVITY WILL CONTINUE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. DO YOU ANTICIPATE ANY CHANGE WITH RESPECT TO INFORMATION PREVIOUSLY FURNISHED <i>(If "Yes", a revised request must be submitted)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. DO YOU WANT YOUR REQUEST FOR APPROVAL OF OUTSIDE ACTIVITY CANCELLED? <input type="checkbox"/> YES <input type="checkbox"/> NO If "Yes", indicate date _____	
13. SIGNATURE OF EMPLOYEE	14. DATE
15. REVIEWED BY <i>(Signature and Title)</i>	16. DATE OF REVIEW
17. COMMENTS <i>(Continue on reverse, if necessary)</i>	

☐ SEE REVERSE, IF CHECKED

INFORMATION TO EMPLOYEE: The collection of the information requested on this form is authorized by Executive Order 11222 and the regulations issued thereunder. The information you disclose will be used to determine whether a conflict of interest would exist between the continuation of the outside activity and your official duties. The information will be held in confidence and made available only to persons specifically authorized by the head of the Operating Division or designee. The information may be used; a) by a Federal, state or local agency when there is an indication of a violation or potential violation of law; b) by a Federal agency in deciding on the hiring or retention of an employee or other benefit; c) for statistical information, excluding personal identification of individuals; and d) for other routine uses published in accordance with 5 USC 552a. Your failure to provide the information requested will preclude your engaging in the outside activity for which approval is required.